



1.10 About the Manual

1.10.10

May 1, 1999

Policies in this manual are minimum standards

The purpose of this manual is: 1) to provide control and accountability over financial and administrative affairs of Washington State Government, and 2) to assist agencies in gathering and maintaining information needed for the preparation of financial statements.

The policies and procedures in this manual are the minimum requirements that state agencies must meet. An agency may adopt additional policies and procedures in greater detail, or use additional or alternative supporting documentation, as long as the agency meets the required minimum standards.

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May 1, 1999

Authority for these policies

The Office of Financial Management (OFM) is required by the Budget and Accounting Act (RCW 43.88.160) to establish a Generally Accepted Accounting Principles (GAAP)-based accounting system and procedures, as necessary, to provide for accountability of the state's assets and compliance to its laws and regulations.

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May 1, 1999

Applicability

All agencies of the state of Washington must comply with this manual, unless otherwise exempted by statute. RCW 43.88.020 defines the term "Agency" to mean and include "every state office, officer, each institution, whether educational, correctional or other, and every department, division, board and commission, except as otherwise provided."

Agencies may request a waiver from complying with specific requirements of this manual. Refer to Subsection 1.10.40 for information on how to request a waiver.

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July 1, 2005

How do I request a waiver to a policy?

Pursuant to RCW 43.88.160(1), agencies may submit a written request for a waiver from complying with specific requirements of a policy. The request must be approved in writing by OFM before the waiver takes effect. Waivers automatically expire at the end of the fiscal biennium for which they were granted and are to be reapproved in writing to remain in force for the ensuing biennium. A copy of the waiver granted is provided to the appropriate legislative fiscal committees.

It is recommended that agencies discuss any policy waiver requests in advance with their assigned agency accounting consultant.

Please submit written request to:

Office of Financial Management
Accounting Division
P.O. Box 43113
Olympia, WA 98504-3113

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June 1, 2002

How do I request OFM approval for an alternative policy or procedure?

Some policies allow an agency, with OFM's approval, to adopt an alternative policy or procedure. This process is a one time approval process, as opposed to the biennial policy waiver procedure.

It is recommended that agencies discuss any alternative policy or procedure requests in advance with their assigned agency accounting consultant.

Please submit written request to:

Office of Financial Management
Accounting Division
P.O. Box 43113
Olympia, WA 98504-3113

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June 1, 2002

How to contact us

Please contact us if you have questions about the policy manual.

You can e-mail us at: ofm.policy.manual@ofm.wa.gov

Or call: (360) 664-7652

Or write:

Office of Financial Management
Accounting Division
P.O. Box 43113
Olympia, WA 98504-3113